



Invitation to submit a tender for a small-scale public contract

to a public contract awarded pursuant to Section 31 of Act No. 134/2016 Coll., on Public Procurement, as amended (hereinafter referred to as "the Act")

Name of small-scale public contract:

Sawmill wood processing control simulator



Česká
zemědělská
univerzita
v Praze

Identification data of the contracting authority:

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| Name: | Czech University of Life Sciences Prague in Prague |
| Registration number, VAT: | 60460709, CZ60460709 |
| Registered address: | Kamýcká 129, 165 00 Prague - Suchbát |
| Person authorised to act for the contracting authority: | Ing. Jakub Kleindienst, Bursar |
| Legal form | public university according to Act No. 111/1998 Coll. |

Contact details of the contracting authority:

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|---|--|
| Contact person: | Ing. Alena Najmanová |
| Phone: | +420 224 384 068 |
| E-mail: | pravni@rektorat.czu.cz |
| Contact internet address (profile of the contracting authority): | https://zakazky.czu.cz/ |



1. Introductory information

- 1.1 **Title:** Sawmill wood processing control simulator
- 1.2 **Classification:** Main subject - CPV code 38970000
(Research, test and scientific engineering simulators)
- 1.3 **Estimated value of the small-scale public contract** (hereinafter referred to as the "public contract") determined as the estimated value of the complete performance of the subject of the public contract (i.e. including related services according to Annex No. 1 to this invitation): **CZK 1 295 000,- excluding VAT.**
- 1.4 **The estimated value of the public contract is the maximum and not to be exceeded. In the event that a tenderer offers a higher tender price, it will be excluded from the tender procedure on the grounds of non-compliance with the tender conditions.**
- 1.5 **Public procurement mode:** small-scale public contract.
- 1.6 **Type of tender:** closed call.
- 1.7 **Type of public contract:** public supply contract.
- 1.8 The tender conditions define the subject of the public contract in the details necessary for the preparation of the tender.
- 1.9 The tender conditions are binding on the supplier.
- 1.10 Words referred to in the terms of reference in the singular include the plural and vice versa, unless the context of the terms of reference indicates otherwise. The headings of the articles or paragraphs of the specifications are for ease of reference only and shall not affect the interpretation of the specifications.

2. Basic information on the subject of the public contract

The subject of performance of the public contract is the supply of a simulator for the management of wood processing at the sawmill. The subject of performance is defined in more detail in the contract, which is Annex 1 to this invitation, and the technical specification, which is annexed to No 4 of this invitation.

The subject of performance will be co-financed within the project "Development of the infrastructural background of doctoral study programmes at ČZU", which is co-financed from the Operational Programme Jan Amos Komenský, registration number: CZ.02.01.01/00/22_012/0006225.

3. Terms and Conditions

All binding terms and conditions are set out in Annex 1 to this invitation. The contracting authority insists on the terms and conditions.

By submitting a bid, the Bidder agrees to the contract in its entirety. Missing data in the contract (in particular the tender price, identification and contact details) will be completed according to the offer of the selected supplier from the data provided in the offer, in particular on the cover sheet. **The tenderer will not submit the contract as part of the tender and the contracting authority will not provide the contract in editable form during the tender procedure.** Any commercial terms and conditions stated by the tenderer in the tender will not be considered relevant and will not be taken into account by the awarding authority.

The offer must correspond in content to the other information in the contract.



4. Technical conditions

The technical specification is set out in Annex 4 to this call.

The Bidder is required to fill in Annex 4 with the technical specifications of the goods offered by the Bidder, including the specific manufacturer and type of goods offered. The information provided by the tenderer shall be binding and the tenderer shall be obliged to comply with all the information provided by the tenderer in the event of performance of the subject-matter of the tender.

The tenderer's tender must meet all the technical requirements set out in Annex 4 to this invitation to tender. Otherwise, such tender will be excluded from the tender procedure for non-compliance with the tender specifications.

The completed Annex 4 to this invitation to tender must be submitted in a machine-readable (preferably editable) format (i.e. ideally .xlsx, .docx, .odt or .rtf).

5. Requirements for the method of processing the tender price

The tenderer shall set the tender price in full for the entire subject of the tender by entering it in the cover sheet attached as Annex 2 to this invitation and in accordance with the tender conditions.

Other requirements:

- The bid price will be quoted in CZK
- The offer price will be quoted exclusive of value added tax (VAT), with VAT being determined and paid in accordance with the applicable legislation at the time of the taxable supply
- The tender price shall include all costs of the tenderer related to the performance of the subject of the public contract.

6. Qualification requirements

The contracting authority does not require proof of qualification.

7. Other requirements of the contracting authority for the performance of the public contract

7.1 Compliance with EU legislation - relationship with Russia

Pursuant to EU Council Sanctions Regulation 2022/576, which amends the previous Regulation on restrictive measures taken in view of Russia's activities destabilising the situation in Ukraine, the Contracting Authority requires a declaration of the relationship of the tenderer and its subcontractors to Russia, as Article 5 of the Regulation prohibits the award or further performance of public contracts (subject to specified exceptions):

- a) Russian nationals, natural or legal persons, entities or bodies established in Russia,
- b) legal persons, entities or bodies which are more than 50 % owned, directly or indirectly, by one of the entities referred to in point (a); or
- c) suppliers acting on behalf of or at the direction of any of the entities referred to in point (a) or (b).

The contracting authority requires that the above conditions for the performance of the public contract under EU Council Regulation No 2022/576 are also met by subcontractors, suppliers or entities whose competence is used within the meaning of the law.



For the purpose of ensuring this obligation, Annex 3 to this invitation to tender includes an affidavit in which the supplier discloses the above facts. The supplier must include this declaration (or a similar self-signed declaration) in the tender.

7.2 Absence of conflict of interest

The contracting authority requires a declaration of no conflict of interest, i.e. that:

- the supplier does not have any conditions for the existence of a conflict of interest, in particular that he is not directly or indirectly affected by a conflict of interest in the tender procedure in relation to the contracting authority or to the entities involved in the preparation of this tender procedure, as well as that he has no special connection with these persons (e.g. property, personnel, etc.);
- the supplier does not have conditions for the existence of a conflict of interest within the meaning of Section 4b of Act No. 159/2006 Coll., on Conflict of Interest, as amended, i.e. it is not a company in which a public official referred to in Section 2(1)(c) of this Act or a person controlled by him owns a share representing at least 25% of the shareholder's participation in the company.

For the purpose of ensuring this obligation, Annex 3 to this invitation to tender includes an affidavit in which the supplier discloses the above facts. The supplier must include this declaration (or a similar self-signed declaration) in the tender.

In the event of a change in the above facts, the supplier is obliged to notify the contracting authority of the change within 5 working days.

The contracting authority may exclude a tenderer if a conflict of interest has arisen and no other remedy is possible except cancellation of the tender.

8. Method of evaluation of tenders

The basic evaluation criterion is the **economic viability of the offer**. The awarding authority will evaluate the economic advantage of tenders on the basis of the lowest tender price.

The evaluation will be carried out as follows:

The bids will be ranked according to the bid price in CZK excluding VAT. The bid with the lowest bid price will be selected as the most advantageous bid. In the event that the evaluation of the public contract results in more than one tender being the most economically advantageous (i.e. there are several tenders with the same tender price, which is also the lowest), the contracting authority will determine the order of these tenders by drawing lots. The date and place of the award shall be notified by the awarding authority to all participants at least 3 working days in advance.

The Participant is not entitled to make the data proposed by him subject to evaluation subject to any other condition. Conditionality or the indication of several different values shall be grounds for elimination of the tender and exclusion of the tenderer from the tender procedure. Similarly, the awarding authority will proceed the value to be evaluated is given in a different quantity or form than that specified by the awarding authority.

9. Conditions and requirements for the preparation of the tender

All information provided by the tenderer in the tender and in any communication with the contracting authority (in particular the tender clarification) must be factual. In the event that this requirement of the



contracting authority is not complied with, the tender which does not comply with these requirements will be rejected.

For this purpose, the contracting authority reserves the right to use any information provided by the tenderer in the tender or any additional clarification provided by the tenderer.

The tender will be submitted in writing in English

The tender will not contain any overwriting or corrections which could the tenderer.

The Bidder shall use the order of documents specified in the following paragraphs of these Bidding Instructions:

- A. Bid Cover Sheet.** The tenderer shall use Annex 2 to this invitation to tender - Tender Cover Sheet. The cover sheet shall contain in particular the following information: the name of the tender, the basic identification data of the contracting authority and of the tenderer (including persons authorised to act).
- B. Other documents, conditions and requirements related to the subject of the public contract.** The tenderer shall submit the other documents required by the contracting authority in these tender conditions.

10. Tour of the filling site

The inspection of the place of performance of the public contract will not take place with regard to the subject of performance of the public contract.

11. Deadline and place for submission of tenders

Deadline for submission of tenders: **Date: March 3, 2025** **Time: 9:00 a.m.**

Tenders shall be submitted electronically.

The tenderer may deliver the tender in electronic form during the entire period for submission of tenders, using the electronic tool on the profile of the contracting authority (<https://zakazky.czu.cz>). It is not possible to deliver a tender via data mailboxes.

12. Explanation of the terms of reference

A request for clarification of the tender conditions may be submitted in writing in electronic form via the electronic tool on the contracting authority's profile (<https://zakazky.czu.cz>) at the latest 4 working days before the deadline for submission of tenders. Replies to requests for clarification or completion of the specifications will be sent or published in a similar manner to this invitation.

13. Other provisions

The contracting authority will exclude a participant who has not complied with the tender conditions, the conditions of the grant provider or generally binding legal regulations.

The contracting authority reserves the right to cancel the tender at any time without giving any reason or not to select any participant. No claim shall be made by the tenderers in respect of this fact.

All costs associated with the preparation of the offer and participation in the tender procedure shall be borne by the participant.

The contracting authority excludes the possibility of submitting variant bids.



14. Attachments

- Annex 1 - Contract
- Annex 2 - Cover Sheet
- Annex 3 - Specimen affidavits
- Annex 4 - Technical Specification

In Prague, on January 19th

Ing. Jakub Kleindienst, sig.
Bursar